

4 April 1974

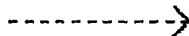
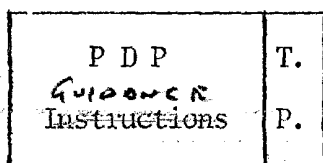
DISCUSSION: Integration of Training Profiles into the PDP

A Training Profile is statement of training programs needed to satisfy the requirements for personnel development of individuals in given career tracks.

Training Profiles, when systematized, become a management tool of use primarily to supervisors in planning and carrying out career development of personnel in their units.

Training Profiles should be prepared as an integrated part of the Personnel Development Plan. Instructions for the preparation of Training Profiles should be a part of the PDP instructions.

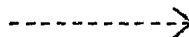
Supervisor prepares:



- a. Developmental Objectives (with personnel officer aid)
- b. Training Objectives (Training Profile) (with training officer aid)

T.P.

-> Computer
controlled



Annual run to supervisor
telling him which of his
people are eligible for
training

--> Training
requirements
to OTR

Guidance for OTR:

1. Do you want an official statement from us reflecting the above?
2. Do you want us to prepare a set of instructions on Training Profiles to be included in the PDP instructions?

AC-
PDP

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/PS		B
2	[REDACTED]		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: For your retention. Your next task re training profiles is to prepare a guidance paper to coincide with OP guidance for PDP. I suggest you rewrite your basic paper and tighten it up & use your past as examples. <i>Joe</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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UNCLASSIFIED	CONFIDENTIAL	SECRET	